

## Guidance Notes for Match Officials

### Charity Shield 2023-24

PLEASE NOTE: The following provides **extracts** of Competition Rules and Instructions for the above Competition. You should therefore refer to the 'Cups and Competitions' pages of the [Hertfordshire FA website](#) for full details of the rules.

#### REPORTING OF MATCH RESULT

Each appointed Referee must report the result of their fixture to the Hertfordshire FA by completing the online form in Full Time within two days of the fixture.

#### CONFIRMATION OF APPOINTMENT BY HOME CLUB

The Home Club in each tie is responsible for notifying the Match Officials of exact details of the location of the ground, date of match and kick-off time. Match Officials are required to acknowledge details of the match arrangements with the Home Club. For the Final tie, confirmation will be made by Hertfordshire FA.

#### ACKNOWLEDGEMENT OF APPOINTMENT TO REFEREES SECRETARY

Match Officials are required to acknowledge all appointments to Lee Grimsey, preferably by email to [lee.grimsey@outlook.com](mailto:lee.grimsey@outlook.com).

#### DRESS CODE/ARRIVAL AT GROUND

Match Officials appointed to County matches must wear the standard black and white kit or all black kit. Match Officials are also expected to be of a smart appearance. In all County Cup competitions, the Hertfordshire County Badge must be worn. Match Officials must arrive at the ground at least one hour before the advertised kick off.

## **DURATION OF MATCH**

In all matches (including pre-season matches) will be of 90 minutes duration, with **no** Extra Time. Kicks from the Penalty Mark will decide the winning team if the scores are level as per the Laws of the Game. There are no replays in this competition.

## **HALF-TIME**

The half-time interval shall not exceed 15 minutes which may only be altered with the consent of the Referee.

## **TEAM SHEET**

Clubs must list players taking part in the game, including substitutes, on the official Hertfordshire FA Triplicate Team Sheet (already sent to Clubs) and exchange copies with the Referee and their Opponents, in the presence of the Referee, at least 60 minutes before kick-off time.

Referees will report to **Steve Trulock** any club failing to comply with this instruction. Referees must, within two days of the match being played, forward their copy of the team sheet to Steve Trulock. The Referee should report any cases where a team sheet has been amended by a Club after being originally exchanged.

## **TEMPORARY DISMISSALS (SIN-BINS)**

Please be aware that the Temporary Dismissals (also known as sin-bins) **are not used** in this Competition.

## **SUBSTITUTES**

Five (5) substitute players may be used in County Cup ties from five (5) names given to the Match Referee prior to the kick-off.

## **COLOURS**

Home clubs are required to inform the Away team of the Home team colours, as it is the Away team who must change if there is a clash of colours.

## **FEES**

Match Official fees for this Competition are as follows:

Referee:                      **£ 50.00**

Assistant Referees:      **£ 37.00**

The above fees are inclusive of travel expenses. The home club is responsible for payment to officials in rounds up to and including the Semi-finals.

## **POSTPONED MATCHES**

Note that in the event of a match being postponed, the same Match Officials remain appointed for the rearranged game. Where a match is not played owing to causes over which neither club has control, the Match Officials in attendance shall be entitled to half their match fees.

## **ABANDONED MATCHES**

If the Referee abandons a match due to ground conditions, it becomes void and will be rearranged for a future date.

If abandoned due to misconduct, a written misconduct report will be necessary from the Referee and sent to Hertfordshire FA. If abandoned through no fault of either club after the completion of normal time, but before the end of penalty kicks, then the game shall be played again at the ground of the away team.

## **MISDEAMEANOURS OF CLUBS**

Referees are to report all cases of late match confirmations, late kick offs etc. Reporting of any misdemeanours should be made on the Match Official's Report Form (see above).

## **Key Contacts - Charity Shield**

*Competition and administration enquiries should be directed to:*

### **Football Operations Administration Assistant**

T: 01462 650203

E: [competitions@hertfordshirefa.com](mailto:competitions@hertfordshirefa.com)

### **Steve Trulock**

#### **Assistant Competitions Secretary**

M: 07769 643365

E: [Strulock@prestolite-eu.com](mailto:Strulock@prestolite-eu.com)

*Referee enquiries should be directed to:*

### **Lee Grimsey**

#### **Adult Competitions Referee Appointments**

T: 07702 172624

E: [lee.grimsey@outlook.com](mailto:lee.grimsey@outlook.com)

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